

PROPOSED COUNCIL STUDY ISSUE

For Calendar Year: 2004

New

Previous Year (below line/defer)

Issue: **Closed Session Meetings and Study Issue Session Record Keeping**

Lead Department: **OCM**

General Plan Element or Sub-Element: Legislative/Management

1. What are the key elements of the issue? What precipitated it?

At the October 7, 2003 Council meeting, Mayor Miller brought this issue forward citing a discussion during a recent weekly Mayors/City Manager agenda meeting regarding a recent Closed Session direction to City Manager which was not uniformly recollected by all Council. She suggested that Council look at the possible process and policy issues surrounding record keeping of Council Closed Sessions and possible Study Sessions and who would do that. She noted discussions occurred regarding options such as table top microphones for recording these meetings, or having a staff member delegated to take just the actions should be discussed by Council. Councilmember Howe agreed to sponsor a study issue regarding this matter.

2. How does this relate to the General Plan or existing City Policy?

Policy 7.3B.2

Maintain official records of City action and policy in a retrievable manner, according to legal convention.

3. Origin of issue:

Councilmember: Miller and Howe

General Plan: _____

Staff: _____

BOARD or COMMISSION

Arts	Housing & Human Svcs
Bldg. Code of Appeals	Library
BPAC	Parks & Rec.
CCAB	Personnel
Heritage & Preservation	Planning
Board / Commission Ranking/Comment:	

_____ Board / Commission ranked _____ of _____

4. Multiple Year Project? Yes No X Expected Year of Completion _____

5. Estimated work hours for completion of the study issue.

(a) Estimated work hours from the lead department _____ 20

(b) Estimated work hours from consultant(s): _____

(c) Estimated work hours from the City Attorney's Office: _____ 10

(d) List any other department(s) and number of work hours:

Department(s): _____ 30

Total Estimated Hours: _____

6. Expected participation involved in the study issue process?

(a) Does Council need to approve a work plan? Yes No X

(b) Does this issue require review by a Board/Commission? Yes No X

If so, which Board/Commission? _____

(c) Is a Council Study Session anticipated? Yes No X

(d) What is the public participation process?

7. Estimated Fiscal Impact:

Cost of Study	\$ _____
Capital Budget Costs	\$ _____
New Annual Operating Costs	\$ _____
New Revenues or Savings	\$ _____
10 Year RAP Total	\$ _____
Budget Modification Needed	\$ _____

8. Staff Recommendation

Recommended for Study

Against Study

X No Recommendation

Explain below staff's recommendation if "for" or "against" study. Department director should also note the relative importance of this study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

reviewed by

*Department Director*_____
Date

approved by

*City Manager*_____
Date